APPROVED

STEM School Highlands Ranch

Minutes

Board of Director's Meeting

Date and Time
Tuesday February 4, 2025 at 5:30 PM

Location
8920 Barrons Blvd
P-TECH Mechatronics Room
Highlands Ranch, CO 80129

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPxwWnRc2lY.1
Passcode: 631204

Directors Present
C. Gustafson, D. Lomelino, E. Quigley, G. Shick, G. Wing, I. Kalra, R. Lukez

Directors Absent
K. Reyna, L. Davison

Ex Officio Members Present
M. Cartier

Guests Present
A. Westfall, Gordon Mosher, L. Kovalesky, Laurie Veldhuizen, Sean Milner

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Tuesday Feb 4, 2025 at 5:37 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

Gordon Mosher updated the BOD with changes and updates to DCSD in the next year.

II. Approve Meeting Minutes

A. Board Meeting Jan 7th

R. Lukez made a motion to approve the minutes from Board of Director's Meeting on 01-07-25.
G. Shick seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

I. Kalra	Abstain
C. Gustafson	Aye
K. Reyna	Absent
R. Lukez	Aye
E. Quigley	Abstain
L. Davison	Absent
G. Shick	Aye
G. Wing	Aye
D. Lomelino	Aye

B. Board Meeting Jan 21st

I. Kalra made a motion to approve the minutes from Board Meeting - Working Session on 01-21-25.
E. Quigley seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

L. Davison	Absent
K. Reyna	Absent
G. Wing	Aye
I. Kalra	Aye
C. Gustafson	Aye
D. Lomelino	Abstain
E. Quigley	Aye

Roll Call

R. Lukez	Aye
G. Shick	Aye

C. Advancement Committee Meeting Sep 24, 2024

Will table till next meeting because some Advancement Committee Members not present

III. STEM School Highlands Ranch Updates

A. Executive Director Presentation

Enrollment update- Enrollment is down 5 students for 2nd semester. But with transfers we are expecting in, there is not a significant change from 1,395. There are 540 Open Enrollment Applications for 2025-26.

Immigration Law Updates- Protocol for STEM
-Trauma informed care will be provided to students, staff and families in need.

Virtual Delay Update
- There was a Parent, Staff and Student Survey sent out. Results will be reviewed in SAC and Academic Excellence Committees.

B. Student Government Update

Student Government 2025 Officers:
President- Auburne Mauger
Vice President- Kylie Pautler
Secretary- Colette rubin
Treasurer- Maya Thatcher
Student Outreach- Evan Choi
OAL - Maggie Nelson

Student government shared past and upcoming events.

IV. KOSON Schools

A. CIO Update - Strategic Updates

M. Cartier shared updates on growth strategy within Douglas County School District.

B. Presentation on KOSON Core Values

Why - Mission
How - Distinctives, Culture

What - Incredible STEM School

The team worked on finding out core values together over a series of meetings in hopes to be implemented in the 2025-26 School Year:
July - Leadership Team Brainstorm
August / September - Faculty / Staff Input
September - December - Task Force Consolidation and Wordsmith
January - Presentation to Faculty and Staff
February - Presentation to Board
March - Proposed Approval from Board
March - June - Incorporate in Hiring Procedures and Replication Application
August - Incorporate in Training Procedures
25-26 School Year - Incorporate in Evaluations

Culture is built through Core values.

9 main values build the Foundation of who we are and where our focus is:
Student Centric -Prioritizing the Best Interest of Students
Community- Stronger Together
Integrity- Do Right, Always
Stability- Rooted in Resilience
Growth- Embrace challenges
Innovation- Never stop Innovating
Stewardship- Dedicated to Making a Positive Difference
Excellence - Mastery in Motion
Fun- Makes the Team Work

Our next step (after BOD approval) is to create a one pager for each value and show what this really means and how to implement. This will be turned into a booklet which will be shared in our staffing materials. This is why we are asking for BOD input and a BOD vote.

Request for Board approval of Core Values in March Meeting

V. Board Committee Updates

A. CIO Support and Evaluation

Erin Quigley and Kelly Reyna present the CIO Mid Year Evaluation Report for approval.

Goal for this year: Establish systems that empower contributors of the Strategic Plan to support achieving the objectives and focus areas for these priority areas: Identity, Experience, and Growth.

Commendations:
Strategic plan
Reduction in staff attrition
Enrollment
Bottom-up budget rebuild
Developing the board
Proactive comms to board
Focus on the strategic growth plan of replicating

Opportunities
CIO to provide the Board with more visibility into:
-Progress on CIO goals
-Organization of school (org chart w/ roles & responsibilities outlined)
Board and CIO to work together to develop more clarity on how to report progress
D. Lomelino made a motion to approve the summary of the CIO Mid Year Evaluation Report.
G. Shick seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Setup new Expansion/Replication Task Force

R. Lukez made a motion to Approve establish the Growth Task Force with Greg Shick as chair and Darrell Lomelino as the 2nd Board Member on Task Force.
G. Wing seconded the motion.
Growth Task Force will focus on expansion and replication efforts. Carla requests one pager for each committee
The board **VOTED** to approve the motion.

C. Finance Committee Update

One thing to Bring to the BOD attention: Fund 43 is a seperate account or accounting treatment of excess money that we bring in. The main difference is that it gives us flexibility to use it as needed. Darrell thinks this would be a smart account to implement moving forward.
Board Q & A followed

Software Updates- We are looking into 2 solid vendors to provide a more robust finance and HR platform - looking to implement in Jan 2026.

Sean Milner shared the Revenue and Expenditure analysis percent to date data, 2nd Qtr reporting and current state of Finances.

D. Finance Committee - Approve Vendor Contract

Subject came up after finance committee
Five year contract (might have a TABOR issue, but as long as it has an opt out option)

CRM need highlighted by staff; FinalSite is recommended by staff to meet the needs in one solution (need enhanced capability than what the district has). It has been vetted thoroughly by multiple staff members. Staff has negotiated custom website integration and will enhance
Might be able to use bond year - waiting to hear back from DCSD
Discussion around additional capabilities and add-ons

G. Shick made a motion to Approve FinalSite and the Website platform host.
R. Lukez seconded the motion.
Board approval is requested for a 5-year contract with FinalSite to host/manage website, parent portal, school enrollment, co-curricular enrollment, communications, and customer relationship management (CRM). The value of the 5-year contract is over the threshold of $25,000 over 12 months therefore Board approval is needed.
The board **VOTED** to approve the motion.

E. Staff Handbook Update and Approval

There was just a typo and some formatting that needed to be corrected, there were also pages with a floating line.
Add the one pager of the values into the staff handbook in the future.
Every Dec/Jan will be future timeline for approving staff handbook
I. Kalra made a motion to to approve the staff handbook.
E. Quigley seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Parent Handbook Updates

Last approved in June 2024
Will see an updated version in Spring 2025

G. Governance Committee - Policy Review

Board Policies for confirmation in March Meeting (consent agenda)
-Equal Access to Facilities
-Rights of Students to Organize

H. Class A Parent Election Plan

Information was shared with the parent community, SAC Meeting and PTO Meeting, asking for parents to submit their information.
4/1-4/21 - Candidate Submissions
By 4/25 - Candidate Voter Book published
4/27-5/4 - Election
5/5-5/9 - Results announced
The June Board meeting will be when we ratify the results of the parent election for the 3 year term.

VI. Consent Agenda

A. Vote for Consent Agenda Items

E. Quigley made a motion to Change Advancement Committee to more focused purpose as Fundraising Committee with Greg Shick as chair.
R. Lukez seconded the motion.
The board **VOTED** to approve the motion.

VII. Public Comment

A. Public Comment Sign up link

No public comment

VIII. Board of Director's Updates

A. Preview of Next Meeting

February Meeting:

- Finance - Present Proposed Auditor Selection for FY 24/25 Audit
- Governance - Updates to Community Use of Facilities Policy
- CIO Support and Evaluation - Present Draft CIO Contract
- Annual Board Training - June 13th - all day event

Future Meetings

- New Bylaws (beginning of next school year)
- Academic Excellence Committee

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:13 PM.

Respectfully Submitted,
I. Kalra
Motioned by Gina, Second by Greg, passes unanimously

Documents used during the meeting

- February Board Presentation 24_25.pdf
- 2_4_25 board meeting slides .pdf
- Board Presentation 20240204.pdf
- Slides_for_Meeting__CIO_Mid-Year_Check-In_Presentation.pdf
- 2nd Quarter Finance Presentation.pdf
- Staff Handbook Presentation - Feb.pdf
- 2024-25 STEM Staff Handbook - Final.pdf
- Parent Student Handbook Updates from July 2024.pdf
- Parent Election Plan.pdf

Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.